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Report For Week Ending 25 June 1957
From
Records Center

During this week the following accessions were made:

COMPT	1 Cu. Ft.
OSI	1 " "
OL	6 " "
OCR	6 " "
OCI	1 " "
Sub-Total:	15 Cu. Ft.
Finished Intelligence	116 " "
Total:	131 Cu. Ft.

Map Negatives	655 Cu. Ft.
Records Holdings	22,624 " "
Distribution Material Holdings	10,398 " "
Total:	33,677 Cu. Ft.

Distribution Material Disposed of at Center	62 Cu. Ft.
Distribution Material Transferred from Center	36 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	1 " "
	99 Cu. Ft.

Accessioning

The USAF returned 44 cubic feet of NIS material and 14 cubic feet of NIS covers. In accordance to existing stock level requirements, 23 cubic feet of this material was destroyed.

The Center received 111 cubic feet of records from OTR to be inventoried and screened. The ARO of Training has been working with the Accessioning Section in order to accomplish this task. To date 52 cubic feet of this material has been completed.

Reference

The ☐ material, which consisted of 210 cubic feet, has been inventoried and relocated. There was 92 cubic feet of space made available due to destruction and consolidation of this material.

A survey is being completed on OCR material in supplemental files in order to establish stock levels and retention periods.

General

Plans are underway to erect shelving in the main aisle of Area "C" during the coming week.

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Deputy Chief, Records Center

25X1

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,042	9,868	11,910
DD/P	2,041	6,689	8,730
DD/S	487	7,373	7,860
DD/S (Compt.Grilled Area)	109	371	480
DD/I	282	6,528	6,810
DD/I (Grilled Area)	1,552	2,228	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
TOTAL:	7,155	34,065	41,220

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Weekly Report
26 June

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1. Reviewed 3 requisitions for filing equipment with our [redacted]. Only 3 units of filing equipment were involved, establishing a new low for equipment requested during a reporting period for this report.

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2. BR Shelf File Project

Arranged a conference between Remington Rand and BR personnel to establish plan for installation of shelving - major points of agreement:

- a. Delivery point of shelving
- b. Types of labor each office to furnish and wait period laborers are to remain available.

- c. Allocation of available space for storage of shelving to be erected and storage of filing cabinets.

ILLEGIB

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Rear Panel estimates job will require about 3 work days. According to ^{the} present plan, we will receive about 3 to 4 days notice of delivery & shelving. During this period BR will arrange to have GSA laborers available to assist.

3. Portable Shelf Tray Project

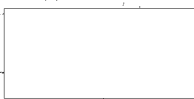
Assuming present sample submitted by Aerial Visible Records is adequate, with minor ~~the~~ modifications, attempts are being made to locate a prefabricated rubber product that will insulate the corners of the box. ~~the~~ To date ~~no~~ neither a satisfactory material ~~or~~ nor a method of attaching the insulation has been ~~for~~ located.

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4. OS Shelf File Project.

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5



Project -
nothing of significance

News

6. Signal Center ~~to~~

811850100

720/100

Weekly Report SubmittedAssignments Active.

Vital Materials microfilming was completed in OSI and Medical Staff; filming is continuing in O R R.

X Installation of the agency file system in OSI/Medicine Division ~~is~~ ^{has been} completed. Installing of the system in OSI/NEID commenced on 26 June.

25X1

Chief OSI/
~~ACLS~~

Medicine Div. requested our assistance in establishing

a control for the receipt
and routing of incoming
intelligence reports to be
used in a special project.
He also wanted us to ^{establish} ~~provide~~
a system that would provide
a means of obtaining quickly
statistics, for periodic reporting
over a period of one year.
~~It~~ It was decided that agency
document control form 238
would provide the necessary control & reporting.

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Comptroller's

Office accompanied last weeks
trip to the repository.

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reviewed the I B M machine
operations at the repository
involving D D/S card deposits.